

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

D / AGY Environmental Resources DIVISION Environmental Management SUBDIVISION Watershed Protection

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
1.	* Retention Schedule	Retain as current until superceded; retain in the Transitory Files for one (1) year then destroy.	Administrative Office Files
2. A.	* Transitory Files * Superceded Documents	Retain for one (1) year then destroy	Administrative Office Files

SUBMITTING: Dennis O. Bigley, Div. Chief

OFFICIAL

Name/Title

Gregory P. Harrod, Chief

Signature/Date

10/20/93

Supercedes Document

Dated: ORIGINAL

REVIEWING:

Admin. Services, OCS

OFFICIAL

Name/Title

Edward C. Papenfuse

Signature/Date

10/22/93

APPROVAL:

State Archivist

Signature/Date

NOV 30 1993

OFFICIAL

Name/Title

Signature/Date

Page 1 of 4

* Manadatory items on all Prince George's County Government Retention Schedules.

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

DEPT/AGY Environmental Resources DIVISION Environmental Management SUBDIVISION Watershed Protection

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
3.	General Correspondence	Screen annually; destroy material no longer needed.	Section File
4.	Monthly Reports: This file includes, but is not limited to: a. Section Statistics b. Monthly Status of on-going projects. c. Objectives as designated by the Director. d. Other reports as appropriate.	Retain in-office for 1 year; thereafter destroy.	Section Files
5.	Field Files a. Inspector b. Other field files as appropriate.	Retain in office 3 years; thereafter transfer to the P.G. Co. Records Center for an additional 4 years; thereafter destroy at Records Center.	Section File Records Center Records Center
6.	Grading Violations	Retain in office 2 years; thereafter transfer to the P.G. Co. Records Center for an additional 5 years; thereafter destroy at the Records Center.	Section File Records Center Records Center
7.	Storm Drain Violations	Retain in office for 2 years; thereafter transfer to the P.G. Co. Records Center for an additional 5 years; thereafter micro-film. Upon validation of microfilm, destroy hardcopy. Transfer film to Watershed. Retain for an additional 23 years then destroy.	Section File Records Center Records Center Branch File Room

**PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE
(Continuation Sheet)**

DEPT/AGY Environmental Resources DIVISION Environmental Management SUBDIVISION Watershed Protection

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
8.	Closed Permits a. Storm Drain b. Stormwater c. Other permits as appropriate.	Retain in office for 5 years; thereafter transfer to the P.G. Co. Records Center for an additional 2 years; thereafter microfilm. Upon validation of film, destroy hardcopy. Transfer microfilm to Watershed and retain in office for an additional 25 years; then destroy.	Section File Records Center Branch File Room
9.	Plans: This file consists of but is not limited to: a. Storm Drain b. Stormwater c. Other plans as appropriate.	Same as # 8 above.	
10.	Plans: This file consists of but is not limited to: a. Landscapping b. Grading c. Other Plans as appropriate.	Retain in office for 5 years after completion of project; thereafter transfer to the P.G. Co. Records Center for an additional 2 years; thereafter Records Center can destroy.	Section File Records Center
11.	Technical Studies This file includes but is not limited to: a. Floodplain b. Other studies as appropriate.	Retain hardcopy in office for 2 years; thereafter microfiche. Upon validation of fiche, destroy hardcopy; thereafter retain fiche in office for an additional 25 years; then destroy micro-fiche.	Section File Branch File Room

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE
(Continuation Sheet)DEPT/AGY Environmental Resources DIVISION Environmental Management SUBDIVISION Watershed Protection

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
12.	CIP Project Files: This consists of, but is not limited to: a. Original Plans b. Background Files c. Construction Files d. Original Design Plans e. Financial Invoices f. Other CIP Project Files as Appropriate.	Retain in office 2 years after completion of project; thereafter transfer to PG Co. Records Center for 5 years; thereafter Records Center can destroy.	Section File Records Center Records Center